



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

April 3, 2014

AGENDA NO: 10.1

TOPIC: PERMISSION TO BID PAPER SUPPLIES FOR 2014-15

BACKGROUND: To comply with the bid law and to obtain the best pricing, the District annually solicits sealed bids for paper supplies.

PROCESS: A bid announcement will be published in the Forest Lake Times on April 10 and 17, 2014. The bid opening will occur on May 15, 2014 at 10:00 a.m. Bids will be analyzed and Board approval will be requested on May 29, 2014.

RECOMMENDATION: Administration requests permission to bid paper supplies for the 2014-2015 school year.

**Forest Lake Area Schools
Independent School District #831**

**PAPER SUPPLIES BID
2014/2015**

<u>Dates</u>	<u>Activities</u>
April 3	Request permission to bid from School Board
April 4	Email Adv. To the TIMES
April 10 & April 17	Advertise Bid, P.O. # S070329
May 15	Bid Opening - 10:00 a.m. in Board Room – confirmed for 2014/15
May 29	School Board Award of Bid
After award	Cut purchase orders and mail to bidders by the end of June - payable after July 7, 2014
July 7	Delivery of products can begin